

# Memorandum

San Francisco Police Department

**To:** Commander Rachel Moran  
Field Operation Bureau  
Golden Gate Division

**From:** Captain Gaetano Caltagirone  
Commanding Officer  
Richmond Station

**Date:** Wednesday, June 29, 2022

**Subject:** Unsolicited Gift

8/12/22  
F.O.O.  
ASSISTANT CHIEF DAVID LAZAR  
SFPD OPERATIONS BUREAU



APPROVED	YES	NO
DEPUTY CHIEF ROBERT O'SULLIVAN ADMINISTRATION BUREAU	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commander Rachel Moran #1716 SFPD Field Operations Bureau	<input type="checkbox"/>	<input type="checkbox"/>
DEPUTY CHIEF DENISE FLAHERTY ADMINISTRATION BUREAU	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WILLIAM SCOTT Chief of Police	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7-7-22

I was informed by Officer Anna Cuthbertson #1888 who is under my Command at Richmond Station, that she received a gift card from a victim that she assisted. (See attached Memorandum) Officer Cuthbertson is a hard-working officer and very modest and just wanted to follow Department Policy and Procedure and turn the gift card in.

I am requesting per Department Bulletin 09-193 Gratuity Policy, that the Police Commission grant the gift to be returned to Officer Anna Cuthbertson. If the gift card cannot be returned to Officer Cuthbertson, please return the card to the victim Jane Olson.

The Donor information;  
Jane Olson  
470 Estrella Drive  
Scotts Valley, CA 95066  
831-588-8386  
Case #180133773

AUG 17 2022 4:06 PM  
 SFPD ADMIN BUREAU  
 SFPD-514

S.F.P.D ADMIN BUREAU  
AUG 17 '22 PM 4:06

# Memorandum

San Francisco Police Department



**To:** Captain Gaetano Caltagirone  
Commaning Officer  
Richmond Police Station

**From:** Officer Anna Cuthbertson #1888  
Richmond Police Station

**Date:** Friday, June 17, 2022

**Subject:** Unsolicited gift

APPROVED	YES	NO
LT. R. IMBELINO #1674	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AC/ LT. E. WASHINGTON #701	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Captain Caltagirone #872	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commander Rachel Moran #1716 SFPD Field Operations Bureau	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DEPUTY CHIEF ROBERT O'SULLIVAN  
ADMINISTRATION BUREAU

*AC 1888*

*7-2-22*

In 2018 I was the primary officer on an incident that resulted in a burglary arrest and the recovery of a large quantity of stolen property. The case resolved in May of 2022. On 06/17/2022 I met with the victim, Janie Olson (831-588-8386), at the Property Control Division and released her property to her. Janie gave me a thank you card and left. When I opened the card later, I discovered a gift card for Amazon valued at \$100. I did not solicit the card and had no way of returning it to Janie. The purpose of the memorandum is to turn in the gift card, which is attached.

**DONOR DISCLOSURE/GIFT ACKNOWLEDGEMENT FORM**

Thank you for your generous contribution to San Francisco Police Department.

In order to help the San Francisco Police Department comply with San Francisco's Sunshine Ordinance,\* we ask that you please complete this form and return it as soon as possible to: San Francisco Police Commission **Attention: Donor Disclosure.**

Thank you again for contributing to San Francisco Police Department.

Donor: Jane Olson

Date: Friday, June 17, 2022

Gift: \$100 Amazon Gift Card

Estimated Value:

(For Gifts other than cash gifts)

**Contact Information:**

Name: Jane Olson

Address: 470 Estrella Drive

Telephone: 831-588-8386

Street Apt.  
Scotts Valley, CA 95066  
City, State, Zip Code

The above contact information is:

Business

Residence

Financial Interest: The sunshine Ordinance requires that a department that receives a gift of money, goods or services worth \$100 or more report any financial interest that the donor has involving the San Francisco City government. Please check the appropriate box or boxes below that describe your financial interest(s) in the City.

- Contract with City (Please describe):
- Grant from the City (Please describe):
- Lease of Space to or from the City (Please describe):
- City License, Permit or Entitlement for Use (Please describe):
- Pending request for a City Contract, Grant, Lease, License,, (Please describe):  
Permit or Other Entitlement for Use.
- Other Financial Interest (Please describe):
- No Financial Interest

\*The San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67), as approved by the San Francisco voters in 1999, provides that:

**SEC. 67.29-6. Sources of Outside Funding**

No official or employee or agent of the city shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City

**SAN FRANCISCO POLICE DEPARTMENT**



A  
09-193  
07/27/09

**GRATUITY POLICY**  
(Supersedes Department Bulletin 07-250)

Members are reminded that they shall adhere to the Department gratuity policy pursuant to D.G.O. 2.01, General Rules of Conduct, section 27 reads as follows:

27. GIFTS, PRESENTS, COMPENSATION, REWARDS. Members shall not solicit or accept any gift, compensation or reward for the performance of their duties, except with the permission of the Police Commission. When offered money or gifts for police services (other than monies received pursuant to section 10 B.1 of the City Administrative Code), members who wish to accept the money or gift being offered shall submit a written report to their commanding officer. The report shall include a request for permission to accept the money or gifts and include the date the offer was made, the name and address of the donor and a brief description of the services rendered. Commanding officers shall forward these reports through channels to the Police Commission. The Commission may grant or deny the member permission to accept all or part of the money or gifts.

A handwritten signature in black ink, appearing to read 'H. Fong'.

HEATHER J. FONG  
Chief of Police